



skroeger@mediate.org on 01/06/99 09:22:43 AM

To: lavelle.bonita
cc:
Subject From Louise Smart and Mary Margaret Golten, Facilitators
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1. The next Working Group Meeting will be Thursday, January 28, from 8:30AM to 1:00PM at EPA Region 8 Office, 999 18th Street, Second Floor Conference Room. This building is at 18th and Champa, between 18th and 19th, and between Champa and Curtis.

Lunch will be provided

Community representatives may park in the building's parking garage. Enter the parking garage from Curtis, between 18th and 19th. EPA will give you vouchers (at the meeting) to get out of the parking garage with no charge. Other Working Group members and meeting participants are asked to find their own parking.

The easiest way to get to the EPA Conference Room is to enter the building at the corner of Champa and 18th (by Diedrich's Coffee Shop), at the southeast corner of the building. Go up the elevator ("South Terrace Elevators") to the second floor. You will find yourself by the EPA conference center.

2. Among other agenda items, we will be reviewing, modifying, and adopting the Procedural Guidelines for the Working Group. Working Group members should have a copy of this draft. If you do not have one, please call Louise Smart, Mary Margaret Golten, or Sylvia Kroeger.

3. Sylvia Kroeger will be the support staff on this project for Louise and Mary Margaret. If you do not get something in e-mail, fax, or mail that you think you should have, or if you cannot reach Louise or Mary Margaret and need some assistance, please give her a call (303-442-7367). For those of you on e-mail, it would be very helpful if you would e-mail Sylvia (skroeger@mediate.org) and let her know what word processing works for you (Word? WordPerfect? Which versions do you use?) so we can communicate effectively with you.

4. Attached to this e-mail, letter, or fax are:

(a) Draft Meeting Summary from Working Group Meeting December 8. Please review this, contact Louise or Mary Margaret if you have any changes, and be prepared to revise/approve it at our January 28 meeting.

(b) Our most recent list of Working Group members and other interested persons. Please let us know of any omissions or mistakes on it.

We look forward to seeing you on January 28.

VASQUEZ BOULEVARD/INTERSTATE 70 SITE
WORKING GROUP MEETING